



ANNOUNCEMENT FOR OPEN TESTING FRAUD INVESTIGATOR Department of Health Services



Final Filing Date (**REVISED**): ~~November 2, 2005~~ **November 18, 2005**

Bulletin Release Date: October 12, 2005

VJ94 -8064 5HA85

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

POSITION DESCRIPTION: The Fraud Investigator is the entry, journey, and full journey level in the series. Under close supervision, incumbents receive on-the-job training to learn the full range of investigative work. As a full journey level investigator, incumbents independently conduct investigations of criminal violations of fraud, abuse, and neglect perpetrated by applicants/recipients/or providers of the Medi-Cal and other Department of Health Services' programs. Incumbents may work alone, within a group, or as a lead person coordinating the work of other investigators.

Positions exist with the Department of Health Services in the following counties: Fresno, Imperial, Kern, Los Angeles, Orange, Sacramento, San Bernardino, and San Diego.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the [Internet](#) and at the department noted on this announcement. File applications by mail to:

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
AUDITS and INVESTIGATIONS BRANCH (916) 650-6634
ATTN: Debbie Sutton
MS 2100
P.O. Box 997413
Sacramento, CA 95899-7413**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by ~~November 2, 2005~~ **November 18, 2005**, the final filing date. Applications postmarked after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

EXAMINATION INFORMATION: This examination includes the Self-Assessment Questionnaire weighted pass/fail and a Qualification Appraisal Panel interview that is weighted 100%.

The [Self-Assessment Questionnaire](#) is designed to assess job-related qualifications. Self-Assessment must be submitted with the **Applications (Form STD. 678)**

The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during January/February 2006 and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: Range A \$3472–\$3987 per month
Range B \$3964–\$4773 per month
Range C \$4350–\$5249 per month

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by ~~November 2, 2005~~ **November 18, 2005**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. **Proof of education is required. Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Education: Equivalent to graduation from a four-year college with a major in criminal justice, law enforcement, or criminology; or a minor in criminal justice, law enforcement, or criminology with evidence that the following courses or their equivalent have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of peace officer experience in an investigative assignment in a governmental agency. **and**

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, or criminology. Evidence of satisfactory completion of courses in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Applicants being considered for Fraud Investigator, Department of Health Services, positions and assigned "peace officer" status, as defined by California state law, must possess the educational equivalent to completion of the 12th grade.)

Or III

Experience: One year of experience in the California state service performing duties comparable to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment). **and**

Education: Equivalent to two years of college with a major in criminal justice, law enforcement, or criminology. Evidence of satisfactory completion of courses in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

NOTE: DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS: An “investigation assignment” is defined as preserving the scene of a crime; initial crime scene investigation and follow-up; locating and interviewing witnesses; examining records’ report writing; and submitting criminal complaints.

MINIMUM AGE REQUIREMENT: Peace Officer must be at least 18 years of age. Therefore, you must enter your birth date in the appropriate section on your application.

SPECIAL PERSONAL QUALIFICATIONS: The following standards apply to all Peace Officer positions. Possession of a valid California Drivers license; aptitude for investigative and law enforcement work; ability to hear within the speech range with or without an aid; tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities, and willingness to travel. Applicants who have undergone eye surgery will be required to submit test data, at their own expense, demonstrating visual stability. Farnsworth–Munsell D-15 test, assesses normal color vision. Wearing an X-Chron lens during vision testing is prohibited. Information about specific visual requirements is available from the State Personnel Board Medical Officer at P.O. Box 944201, Sacramento, CA 9422-2010, or (916) 653-0790.

PEACE OFFICER STANDARDS

Felony Disqualification: Existing law provides that persons convicted of a felony or other states equivalent are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class. In addition, use of hard drugs (e.g., heroin, cocaine, or hallucinogens) at any time as an adult constitutes basis for disqualification from peace officer examinations.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for the examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Background Investigation: Pursuant to Government Code Section 1031(a) and 8880.38, all persons successful in examinations for this class will be required to undergo a thorough background investigation prior to appointment.

Post Training Requirements: Under Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

Psychological Screening: Government Code Section 1031(f) and POST Regulation 1002(a)(7) require psychological screening of applicants for peace officer classifications.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

SPECIAL PERSONAL CHARACTERISTICS: Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; emotional stability; tact; willingness to associate with criminally inclined persons and environments in performance of duties; satisfactory record as a law-abiding citizen; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; ability to work under stress and adverse conditions; exercise good judgment; demonstrate good work habits; and satisfactory completion, as a condition of probation, of all training prescribed by POST.

SPECIAL PHYSICAL CHARACTERISTICS: Good health, emotional maturity, and stability; sound physical condition; freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes; effective use of both hands; strength; endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or corrected to normal; and weight proportional to age and height.

INTERVIEW SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. The State and Federal criminal justice procedures.
2. The 4th (the right to be free from illegal search and seizure), 5th (the right against self-incrimination), and 6th (the right to counsel) amendments to lawfully interrogate and arrest suspects.

Ability to:

1. Resolve problems and concerns related to work operations to ensure that such issues are resolved appropriately and in a timely manner.
2. Find alternative solutions to complex problems affecting work operations.
3. Handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative personal impact.

ADDITIONAL DESIRABLE CHARACTERISTICS: In addition to the above knowledge and abilities, possession of the appropriate certificates as evidence of increased competency at each level and evidence of completed coursework in the following subjects: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) service-wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929

MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378

Sprint from voice telephone: 1-888-877-5379